



P.O. Box 8562 • 126 Old Mammoth Road, Ste. 107
Mammoth Lakes, CA 93546

**MAMMOTH LAKES
RECREATION**

(760) 660-4948
mammothlakesrecreation.org

MAMMOTH LAKES RECREATION

Board of Directors Meeting

Tuesday, January 7, 2020 | 5:00pm

Town of Mammoth Lakes Offices, Suite Z

437 Old Mammoth Road, Mammoth Lakes, CA 93546

Board Member Catherine Taft will participate via

Teleconference Location: 7000 Santa Monica Blvd., Los Angeles, CA

www.mammothlakesrecreation.org

NOTE: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (760) 934-8989, ext. 227. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 13.102-35.104 ADA Title II)

NOTE: All comments will be limited by the President to a speaking time of five minutes.

ROLL CALL

Board Members Bill Sauser, Eric Wasserman, Rhonda Duggan, Catherine Taft, Colin Fernie, Heather Schaubmayer, Secretary Tamara Bankson, Treasurer David Page, President Craig Albright

PUBLIC COMMENTS (On Items not on the Agenda)

ADMINISTRATIVE ITEMS

1. Approve the Meeting Minutes from Regular Board Meeting on November 05, 2019 – ACTION ITEM (**Attachment 1**)
2. Review YTD Financials (**Attachment 2**)

DISCUSSION ITEMS

3. Capital Projects
 - a. Update on Community Recreation Center
 - b. Update on Disc Golf Course
4. Community Building
 - a. Allocations Update
 - b. Events
5. Sustainable Recreation
 - a. Winter Recreation and Inyo National Forest Subpart C Planning
 - b. ESSRC Report – Matt Paruolo

EXECUTIVE DIRECTOR'S REPORT

BOARD MEMBER UPDATES

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

To the next meeting of the MLR Board on March 10, 2020 at 5:00PM, held in the Town of Mammoth Lakes Offices, Suite Z.

**MAMMOTH LAKES RECREATION JOINT WORKSHOP WITH
THE TOWN OF MAMMOTH LAKES RECREATION COMMISSION
AND REGULAR BOARD MEETING**

MINUTES OF WORKSHOPS AND REGULAR MEETING

NOVEMBER 5, 2019

WORKSHOP

Mammoth Lakes Recreation (MLR) President Craig Albright called the workshop to order at 4:09 p.m.

MLR President Craig Albright and Board Members Bill Sauser, Eric Wasserman, Rhonda Duggan and Colin Fernie were present. Secretary Tamara Bankson, Treasurer David Page and Board Member Catherine Taft were absent. Board Member Heather Schaubmayer arrived at 4:29.

Town of Mammoth Lakes Recreation Commission Chair Betsy Truax and Commissioners Sean Turner, Laurel Martin and Dan O'Connell were present.

Recreation Commissioner Betsy Truax thanked MLR for meeting with the Commission and introduced Parks and Recreation Director Stuart Brown.

Mr. Brown outlined the format for the workshop.

Chair Truax Betsy announced the resignation of Commissioner Christine Osborne and said that the open seat on the Commission had posted.

Ms. Truax presented the information in the Recreation Commission's opening segment of the joint workshop PowerPoint presentation.

Mr. Albright presented the information in Mammoth Lakes Recreation's opening segment of the PowerPoint presentation.

MLR Executive Director Matt McClain outlined the MLR information in the workshop presentation.

Mr. Brown outlined the Parks and Recreation Department's information in the presentation.

There was discussion between members of the Board, members of the Commission and Mr. Brown.

SPEAKING FROM THE FLOOR:

Eastern Sierra Sustainable Recreation Partnership Coordinator Matt Paruolo spoke about the requirement of special use permits to utilize federal lands and reported that many local permits had expired. Mr. Paruolo said he was in the process of updating the permits. He explained the difference between Challenge Cost Share agreements and Special Use Permits.

Ms. Truax spoke about Proposition 68 and the Whitmore Recreation Area and wanted to have a discussion about how Mammoth Lakes Recreation could assist with these and other projects, specifically the Community Recreation Center (CRC).

Board Member Colin Fernie reported that a joint ad hoc committee had been created between MLR and the Recreation Commission and gave an update.

Board Member Bill Sauser said that completion of the CRC was one of his top priorities.

Commissioner O'Connell spoke about the increase in the structural aspects of the CRC and the need to raise additional funds. Mr. O'Connell said that fundraising was the responsibility of MLR and that the Recreation Commission would be willing to assist in those efforts. He spoke about approaching Mammoth Lakes Tourism (MLT) for additional funding for the CRC.

Mr. McClain discussed MLR's current fundraising efforts and future fundraising possibilities.

Board Member Eric Wasserman suggested that an event site be created and said he would like to see improved dirt at the Shady Rest Park baseball fields.

Board Member Sean Turner suggested that the Town use interns to fill the need for staff for summer programs and events.

There was discussion between members of the Board, members of the Commission, Mr. Paruolo and staff.

The workshop was adjourned at 5:09 p.m.

ROLL CALL

President Craig Albright called the regular Mammoth Lakes Recreation meeting to order at 5:13 p.m.

President Craig Albright and Board Members Bill Sauser, Eric Wasserman, Rhonda Duggan, Colin Fernie and Heather Schaubmayer were present. Secretary Tamara Bankson, Treasurer David Page and Board Member Catherine Taft were absent.

PUBLIC COMMENTS

Mammoth Lakes Trails and Public Access (MLTPA) Foundation Project Management Specialist Kristy Williams spoke about upcoming events related to the Sustainable Recreation & Tourism Initiative project. Ms. Williams gave an update on the community workshops for the Sustainable Recreation & Tourism Initiative and said they would be talking as a region and would take the workshops on the road in 2020 throughout Mono and Inyo Counties. She announced that there would be a community workshop in Mammoth on March 26 and invited the Board to attend.

ADMINISTRATIVE ITEMS

1. Approve the Meeting Minutes from the Regular Board Meeting on September 3 – ACTION ITEM (Attachment 2)

ACTION: It was moved by Board Member Rhonda Duggan, seconded by Board Member Colin Fernie, with Secretary Tamara Bankson, Treasurer David Page and Board Member Catherine Taft absent, and carried by a 6-0 voice vote to approve the Meeting Minutes from the Regular Board Meeting on September 3, 2019.

2. Review YTD Financials (Attachment 3)

Executive Director Matt McClain outlined the information in the year to date Financial Report.

There was discussion between Mr. McClain and members of the Board.

3. Adopt Updated Bylaws – ACTION ITEM (Attachment 4)

Executive Director Matt McClain presented the updated Bylaws and discussed the revisions that were requested at past Board meetings.

There was discussion between Mr. McClain and members of the Board.

ACTION: It was moved by Board Member Heather Schaubmayer, seconded by Board Member Colin Fernie, with Secretary Tamara Bankson, Treasurer David Page and Board Member Catherine Taft absent, and carried by a 6-0 voice vote to adopt the updated Bylaws.

4. Southern Mono Historical Society Measure U Funding

a. Refusal of Award (Attachment 5)

Executive Director Matt McClain reported that the Southern Mono Historical Society (SMHS) withdrew their request for funding for the roof project due to the requirement to pay prevailing wages if they used the funds from Measure U.

There was discussion between Mr. McClain and members of the Board.

b. Amended application - ACTION ITEM (Attachment 6)

Executive Director Matt McClain said that he had encouraged the SMHS to amend their applications and reapply for Special Project funding for other programming needs. Mr. McClain asked Program Administrator Kim Anaclerio for the details of Southern Mono Historical Society's amended application.

SPEAKING FROM THE FLOOR:

Ms. Anaclerio described what projects the SMHS amended application had requested funds for.

There was discussion between Mr. McClain and members of the Board.

ACTION: It was moved by Board Member Rhonda Duggan, seconded by Board Member Eric Wasserman, with Secretary Tamara Bankson, Treasurer David Page and Board Member Catherine Taft absent, and carried by a 6-0 voice vote to approve Southern Mono Historical Society's Amended Measure U Special Project Application.

DISCUSSION ITEMS

5. Capital Projects

a. Update on Horseshoe Lake Bridge

Executive Director Matt McClain gave an update on the Horseshoe Lake Bridge and presented a video of the project. Mr. McClain spoke about how donors would be acknowledged in the future.

There was discussion between Mr. McClain and members of the Board.

b. Update on Community Recreation Center

Parks and Recreation Director Stuart Brown outlined the information in the Community Recreation Center (CRC) presentation.

Board Member Colin Fernie gave an update on the CRC.

Board Member Bill Sauser spoke about funding needs and funding options for the CRC.

Executive Director Matt McClain spoke about fundraising options for the CRC.

There was discussion between Mr. Brown, Mr. McClain and members of the Board.

c. Update on Disc Golf Course

Parks and Recreation Director Stuart Brown gave an update on the Shady Rest Park Disc Golf Course and spoke about the upcoming ribbon cutting for the course.

There was discussion between Mr. Brown and members of the Board.

6. Community Building

a. Allocations Update

Executive Director Matt McClain gave an update on the allocations process. Mr. McClain said that public applications should be available February 1 and said that the workshop dates would be announced at a later date.

b. Events

Executive Director Matt McClain announced that MLR had screened two films for Bike Month. The Patagonia movie, Dirt Magic, was shown at the movie theater and a showing of an older Pedal Drive movie was shown a week later. After the latter of the two screenings, there was a panel moderated by Board Member David Page with Trails Manager Joel Rathje, USFS District Ranger Gordon Martin and Chris Orr. Mr. McClain said that MLR was working with Wave Rave on a screening of Roadless in late November or early December as a fundraiser to support winter access on Mammoth Trails.

7. Sustainable Recreation

a. Trails Manager Update – Joel Rathje

- i. <https://storymaps.arcgis.com/stories/cec593fc0f0e495594426c0d0b823a57>

Town of Mammoth Lakes Trails Manager Joel Rathje presented the information in the Trails Manager Report.

There was discussion between Mr. Rathje and members of the Board.

b. Advocacy

Executive Director Matt McClain reported on MLR's work on the Keep Long Valley Green campaign and gave an update on its progress. Mr. McClain presented the trailer for a Keep Long Valley Green documentary. He announced that the premiere of the movie would be in the Eastern Sierra and discussed details of the campaign.

There was discussion between Mr. McClain and members of the Board.

c. Dirt Magic / Pedal Driven

This item was discussed under Agenda Item 6 b.

d. ESSRP

Executive Director Matt McClain reported that Alpine County, Inyo County and the City of Bishop had joined the Eastern Sierra Sustainable Recreation Partnership (ESSRP).

e. ESSRC Report – Matt Paruolo

Eastern Sierra Sustainable Recreation Partnership (ESSRP) Coordinator Matt Paruolo outlined the information in the ESSRP Coordinator's report. Mr. Paruolo thanked Kristy Williams for her update on the ESSRP Sustainable Recreation and Tourism Initiative workshops and announced that the next workshop would be in Lone Pine on January 16 followed by a workshop in Mammoth Lakes on March 26. Mr. Paruolo encouraged the Board to attend both workshops.

There was discussion between Mr. Paruolo, Mr. McClain and members of the Board.

8. Strategic Planning Update

Executive Director Matt McClain said the Strategic Planning Committee had not met yet, but they planned to get together later this month.

EXECUTIVE DIRECTOR'S REPORT

- a. Working on updating Employee Manual and new company policy guide

Executive Director Matt McClain completed a draft of the revised Employee Manual to ensure that it would be in compliance. Mr. McClain said they had also finished writing company policy guidelines. He said he would submit it to the Executive Committee for approval and then to the Board for adoption.

- b. Transition Development Committee to ad hoc

Executive Director Matt McClain said he had spoken with Town Manager Dan Holler regarding the possible transition of the Development Committee from a standing committee to an ad hoc committee.

There was discussion between Mr. McClain and members of the Board.

BOARD MEMBER UPDATES

Board Member Rhonda Duggan reported that she had attended several meetings lately and many had been about local response to emergencies. Ms. Duggan said there was a heightened awareness of the issues in the Eastern Sierra, especially at the State level.

Board Member Heather Schaubmayer reported that she had just come out of event season and was getting ready for Mammoth Mountain to open, for her own events to start and for the allocation process to begin.

Board Member Bill Sauser said that he was able to go on a one hundred and ten mile motorcycle ride recently and commented about all that Mammoth had to offer from a recreational standpoint.

Board Member Colin Fernie discussed his role as the Mammoth Lakes Recreation representative on Community Recreation Center Ad Hoc Committee.

President Craig Albright thanked the Board for their time and support tonight. Mr. Albright said he was excited to open Mammoth Mountain this weekend and said that he had attended an envisioning session at the Mountain with members from the Crown Family, KSL Capital Partners and David Perry Chief Operating Officer of Aspen Skiing Company. Mr. Albright said that he was proud of the work MLR had done.

REQUEST FOR FUTURE AGENDA ITEMS

There were no items requested.

ADJOURNMENT

The meeting adjourned at 7:47 p.m. to the next regular meeting on January 7, 2020 in the Town of Mammoth Lakes Offices, in suite Z.

Respectfully submitted,

Angela Plaisted
Assistant Clerk

Mammoth Lakes Recreation
Profit & Loss Budget vs. Actual
July through November 2019

	<u>Jul - Nov 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
40100 · Direct Public Support				
40110 · Corporate Contributions	10,000.00	2,500.00	7,500.00	400.0%
40120 · Business Contributions	1,500.00	7,125.00	-5,625.00	21.05%
40130 · Individual Contributions	1,606.00	5,700.00	-4,094.00	28.18%
40140 · Contributions - Campaigns	0.00	0.00	0.00	0.0%
40150 · Contributions - Advocacy	0.00	0.00	0.00	0.0%
Total 40100 · Direct Public Support	13,106.00	15,325.00	-2,219.00	85.52%
40200 · Government Grants				
40210 · Government Grants Restricted	121,454.07	128,000.00	-6,545.93	94.89%
40220 · Government Grants Unrestricted	0.00	0.00	0.00	0.0%
Total 40200 · Government Grants	121,454.07	128,000.00	-6,545.93	94.89%
40400 · Fundraising Income	175.00	4,000.00	-3,825.00	4.38%
40500 · Donated Goods & Services	3,000.00			
40600 · Merchandise Income	208.62	1,000.00	-791.38	20.86%
40900 · Other Miscellaneous Income	718.74			
40910 · Sublease Income	2,375.00	2,375.00	0.00	100.0%
Total Income	141,037.43	150,700.00	-9,662.57	93.59%
Expense				
60100 · Business Expenses				
60110 · Candidate Search	0.00	0.00	0.00	0.0%
60120 · Filing Fees	0.00	0.00	0.00	0.0%
60130 · Other Business Expenses	2,121.03	0.00	2,121.03	100.0%
60135 · Business Meals	588.01	500.00	88.01	117.6%
60140 · Advertising	426.00	1,500.00	-1,074.00	28.4%
Total 60100 · Business Expenses	3,135.04	2,000.00	1,135.04	156.75%
60200 · Contract Services				
60210 · Accounting Fees	4,550.65	2,500.00	2,050.65	182.03%
60220 · Legal Fees	0.00	425.00	-425.00	0.0%
60230 · Website Development	561.00	2,875.00	-2,314.00	19.51%
60240 · Graphic Design	145.00	250.00	-105.00	58.0%
60250 · Copy Editing	0.00	250.00	-250.00	0.0%
60255 · Creative Agency	0.00	2,000.00	-2,000.00	0.0%
60260 · Equipment Rental/Service	0.00	0.00	0.00	0.0%
Total 60200 · Contract Services	5,256.65	8,300.00	-3,043.35	63.33%
60300 · Office				
60305 · Office Supplies	221.46	1,325.00	-1,103.54	16.71%
60310 · Postage	65.09	225.00	-159.91	28.93%
60315 · Promotional Materials	495.72	1,000.00	-504.28	49.57%
60320 · Services Agreement	0.00	0.00	0.00	0.0%
60325 · Photocopying	39.10	0.00	39.10	100.0%
60330 · Printing	0.00	200.00	-200.00	0.0%
60335 · Rent/Utilities	5,963.18	7,000.00	-1,036.82	85.19%
60340 · Telecommunications	1,772.60	825.00	947.60	214.86%
60345 · Computer Hardware	57.08	1,700.00	-1,642.92	3.36%
60350 · Computer Software	2,952.55	500.00	2,452.55	590.51%
60355 · Technology Support (IT Serv.)	378.00	500.00	-122.00	75.6%
60360 · Bank Service Charges	435.09	0.00	435.09	100.0%
Total 60300 · Office	12,379.87	13,275.00	-895.13	93.26%
60400 · Insurance				
60440 · Auto Insurance	149.76			
60410 · D&O Insurance	0.00	1,100.00	-1,100.00	0.0%
60420 · Liability Insurance	0.00	1,500.00	-1,500.00	0.0%
60430 · Worker's Compensation	507.50	1,000.00	-492.50	50.75%
Total 60400 · Insurance	657.26	3,600.00	-2,942.74	18.26%
60500 · Payroll Expenses				
60510 · Salaries	100,745.36	102,915.00	-2,169.64	97.89%
60520 · Benefits	20,530.52	19,500.00	1,030.52	105.29%
60530 · Payroll Taxes	9,362.38	10,290.00	-927.62	90.99%
60540 · Payroll Processing Fees	179.25	20.00	159.25	896.25%
60550 · 401(k) Match	1,641.17	4,500.00	-2,858.83	36.47%
60560 · Moving Expenses	0.00	0.00	0.00	0.0%
Total 60500 · Payroll Expenses	132,458.68	137,225.00	-4,766.32	96.53%
60600 · Organizational Growth				
60610 · Conferences	25.00	0.00	25.00	100.0%
60620 · Professional Memberships	125.00	475.00	-350.00	26.32%
60630 · Staff Training	0.00	0.00	0.00	0.0%
Total 60600 · Organizational Growth	150.00	475.00	-325.00	31.58%
60700 · Travel Expenses				
60710 · Lodging	73.70	0.00	73.70	100.0%
60720 · Gas	669.48	500.00	169.48	133.9%
60730 · Travel Meals	83.15	0.00	83.15	100.0%
60740 · Airfare	0.00	350.00	-350.00	0.0%
60750 · Parking	0.00	100.00	-100.00	0.0%
60760 · Vehicle Maintenance & Fees	543.91			
60700 · Travel Expenses - Other	0.00	0.00	0.00	0.0%

Mammoth Lakes Recreation
Profit & Loss Budget vs. Actual
 July through November 2019

	<u>Jul - Nov 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 60700 · Travel Expenses	1,370.24	950.00	420.24	144.24%
60800 · Fundraising Expenses				
60810 · Prospecting Software	0.00	0.00	0.00	0.0%
60820 · Salon Events	0.00	0.00	0.00	0.0%
Total 60800 · Fundraising Expenses	0.00	0.00	0.00	0.0%
60900 · Program Service Expenses	3,628.62			
Total Expense	159,036.36	165,825.00	-6,788.64	95.91%
Net Ordinary Income	-17,998.93	-15,125.00	-2,873.93	119.0%
Other Income/Expense				
Other Expense				
80100 · Depreciation Expense	406.65			
85000 · Fundraising Allocations	12,504.26			
Total Other Expense	12,910.91			
Net Other Income	-12,910.91			
Net Income	-30,909.84	-15,125.00	-15,784.84	204.36%